

## **CITY OF BURBANK**

### **LIBRARY ASSISTANT**

#### **DEFINITION**

Under direction, to perform professional and para-professional work in the Library Department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Selects print and/or non-print materials for children and adults; assists in planning and presenting appropriate library programs for the public; provides general and in-depth reference service and reader's advisory to library users; interacts congenially with the public in person and over the telephone; instructs public in use of online catalog and other library technology; provides library orientation; performs electronic database and Internet searching; trains clerical, pages, and volunteer staff; supervises library operations as required; conducts children's story times and classroom visits; maintains library statistics, accounts, and other records; participates in continuing education and technical training to enhance skills; operates audio-visual equipment, photocopy machines, microform reader printers, and other equipment; locates and retrieves materials from shelves at various height levels; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - library organization, procedures, and services; online information searches; knowledge of English usage, spelling grammar, and punctuation.
- Ability to - work in a multicultural environment as a team member; work effectively with people of all ages, employees, and the public in person and on the telephone; communicate clearly both orally and in writing; show initiative in problem solving; work independently under general supervision; operate computer terminals and PCs to input and retrieve data; provide library orientation; work a flexible schedule; manipulate library materials from shelves at floor level to a height of eight (8) feet; maintain a safe working environment; travel to other work sites and other locations for meetings and training sessions.

**Education/Training:** Two years of experience in a public library at a clerical level or higher and completion of two years (full-time) at an accredited college, or currently enrolled in an ALA accredited Library School having completed a minimum of nine (9) credits or units of classes.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.